

2016 CDBG RATING AND RANKING

Date of Review _____

Town of _____

Project _____

Reviewer _____

Project Need	_____	<input type="text" value="0"/>
Capacity	_____	<input type="text" value="0"/>
Construction /Environmental	_____	<input type="text" value="0"/>
Fair Housing	_____	<input type="text" value="0"/>
Total Score	_____	<input type="text" value="0"/>

Project Need	30
Capacity	25
Construction/Environment	25
Fair Housing	20
<hr/>	
Total Score all categories	100

Project Need /Impact - 30 Points

Number of housing units, jobs, or businesses to be assisted

For each of the evaluation areas below, an applicant will receive points only for the criterion that yields the highest number of tabled points.

1.2 - Bonus Points

If project is a housing development project

2.5

If housing project is in a very high or high opportunity area

2

If project is in the state-sponsored housing portfolio

3

1.5c - Income Levels Served

a)	Area Benefit	<80% LMI	3
b)	Direct Benefit Housing	<80% LMI	5
c)	Limited Clientele	<80% LMI	3
d)	Direct Benefit Jobs	<80% LMI	2

1.7 - Relocation

Permanent/temporary relocation is required, and there is no plan	-10
Permanent relocation is required, and there is a relocation plan	-5
Temporary relocation with a plan	0
There is no relocation required	2

2.1 - Source Documents

Waiting list updated within the last 6 months, on form provided, and 3 or more boxes checked	8
Waiting list updated within the last 6 months, on form provided, and 2 boxes checked	6
Waiting list updated within the last 6 months, on form provided, and 1 box checked	4
Waiting list not updated within the last 6 months and/or not on form provided	-8
Pictures & reports of severe deterioration of infrastructure, public facility, etc.	7
Project consistent with Capital Needs Assessment or inconsistent with a compelling reason	8
Project not consistent with Capital Needs Assessment with no compelling reason	-8

5.1b - Impact

Town meets the goals listed in its current local Plan of Conservation & Development

Yes, and there is a copy of the section of the approved Plan relevant to the project enclosed	2
No or copy of the section of the approved Plan relevant to the project is not enclosed	0

5.1d - Community Revitalization Strategy (CRS)

1	
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Town has a CRS designation, and this application is in support of the CRS

5.2 - Letters of Support 0.1 point/per letter up to 0.5 points total

0.5	
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Public Investment Community (PIC)

4	
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The towns eligible for PIC scores:

Ansonia, Ashford, Beacon Falls, Bloomfield, Brooklyn, Chaplin,
Derby, East Haven, East Windsor, Enfield, Griswold, Groton,
Killingly, Mansfield, Montville, Naugatuck, Plainfield, Plainville, Plymouth, Putnam
Scotland, Seymour, Sprague, Stafford, Sterling, Thomaston, Torrington, Vernon,
Voluntown, Winchester, Windham, Windsor

Total Score for Project Need

0

Capacity - 25 Points

3.1 - Staff Capacity

a) Experienced Town Staff with at least one person with responsibility for program administration having 3 or more years experience with CDBG program	3
b) Town staff with more than 12 months but less than 3 years experience with CDBG program	1
c) Consultant staff member directly responsible for advising applicant on program administration for the duration of the program with 5 or more years experience with CDBG program	1

3.2 - Number of Non-SC Projects Completed On Time & Within Budget

a)	1 - 5	0.5
b)	6 and more	1.5

3.3 - Completed Small Cities CDBG Grants

In the 4 years prior to 2015 (i.e., 2011, 2012, 2013, and 2014 awards), the number of grants completed within the original budget period.

a)	None	-1
b)	1-2	1
c)	3 or more	2.5
d)	Never received an award	0

3.3 - Number of Small Cities grants currently open

a)	1 or none	2.5
b)	2	1
c)	3	-1

3.4 - Subrecipient Agreement

A subrecipient agreement is required and was submitted with the application	1
No subrecipient agreement is required	1
A subrecipient agreement is required but was not submitted	-1

3.5/3.6 - Compliance

Is either the applicant or subrecipient entity named in any DOH monitoring finding or repeated concern related to housing, economic development, community development, fair housing, EEOC, etc., or is any such audit finding or concern pending or foreseeable?

a)	Yes	-2
b)	No	2

3.6 - Litigation

Is either the applicant or subrecipient entity named in any litigation related to housing, economic development, community development, fair housing, EEOC, etc., is any such litigation pending or foreseeable, or has there been an adverse decision in the last 4 years?

a)	Yes	-2
b)	No	2

3.6 - Citizen Complaints

Is either the applicant or subrecipient entity named in any citizen complaint related to housing, economic development, community development, fair housing, EEOC, etc., or is any such citizen complaint pending or foreseeable?

a)	Yes	-2
b)	No	2

3.7 - Returned Funds

Has the applicant returned Small Cities funds to DOH in the last 3 years?

a)	Yes	-2
b)	Yes, but reason was justifiable or pertained to a prior management team	0
c)	No	2

4.1 - Non-State Funds Leveraged

a)	At least 5%	0.5
b)	At least 10%	1
c)	At least 20 %	2
d)	At least 30%	3
e)	At least 40%	3.5

4.1 - Level of Commitment for 100% Leveraged Funds

a)	Firm	2
b)	Conditional	1
c)	Pending/No Commitment	0

4.2 - Program Income on hand as of March 31, 2016

a)	\$0 - \$25,000	1
b)	\$25,001 - \$50,000	-1
c)	\$50,001 and above	-5

Total Score for Capacity

4.4 Site & Bldg Report

___Y(10) ___N(0)

Completeness of Site & Bldg Report

___G(5) ___F(3) ___P (0) ___O(0)
Good Fair Poor Old

SITE & BUILDING REPORT SEC. 2 PROPERTY INFORMATION

Location Map

___Y(5) ___N(0)

Street Map

___Y(5) ___N(0)

Exist Zon'g Info (for additions only)

___Y(5) ___N(0) ___NA(5)

SITE & BUILDING REPORT SEC. 3 PROPERTY/SITE ASSESSMENT

I. Site Conditions

FEMA FIRM Map

___Y(15) ___N(0)

Is the project in a Flood Plain?

___Y 500 ___Y 100 ___Y FWay ___N

Flood Plain Approval/Certification Needed

___Yes(-25)

___Yes(-15)

___Yes (-10)

___No (0)

Not started process

Started major issue

Started minor issue

II. Unusual Site Conditions

___Y(0) ___N(5)

Utilities Expansion

___Y(-5) ___N(0)

III. Environmental Site Conditions

___0 (10) ___1-2 (5) ___3≥(0)

Phase I submitted

___Y(10) ___N(0)

Ph II submitted Per Ph I

___Y(5) ___N(0) ___NA(5)

IV. Environmental Bldg. Conditions

___NA (10) ___0(10) ___1-2 (5) ___3≥ (0)

HazMats Rpts submt'd

___Y(5) ___N(0) ___NA(5)

Closure Reports

___Y(5) ___N(0) ___NA(5)

Notification Materials Submitted to DOH?

___Y(0) ___N(-5) ___NA(0)

SITE & BUILDING REPORT SEC. 4 BUILDING INFORMATION

SHPO notification letter

___Y(5) ___N(0) ___NA(5)

SHPO response letter

___Y(5) ___Pend(3) ___NA(5)

SITE & BUILDING REPORT SEC. 5 BLDG ASSESSMENT

Interior Photos

___Y(0) ___N(5) ___NA(5)

Exterior Photos

___Y(0) ___N(5) ___NA(5)

Capital Needs Assessment (Housing Authorities only)

___Y(5) ___N(0) ___NA(5)

COMMENTS:

Standard Project SHEET 1 SCORE:

0

120 Possible pts.

4.4.B. COORDINATION/APPROVALS/CLEARANCES

I. # of Non-Zoning Approvals/Clearances Needed ___0 (5) ___1 (3) ___≥2 (0)

II. Non Zoning Approval/Clearances Supporting Documents ___Y (5) ___N(0) ___NA(5)

4.5 CONSTRUCTION

A. Drawings Completion Level ___N(0) ___S(5) ___D (7) ___F(10)

B. Specifications Completion Level ___N(0) ___O(5) ___D(7) ___F(10)

F. DOH Cost Estimate ___Y (5) ___No(0) ___Y Non DOH(0)

1. Cost Estimate Completeness ___G(5) ___F(3) ___P(0)
 Good Fair Poor/None

2. Cost Reasonableness ___G(5) ___H(0) ___L(0)
 Good High Low

G. Construction Procurement Plan ___Y(5) ___N(0)

H. Drawings & Spec's Compliance Certification ___Y(0) ___N(-25) ___NA(0)

J. Project Development Budget ___Y(10) ___N(0)

1. Budget Completeness ___G(5) ___F(3) ___P (0)
 Good Fair Poor

4.5 II CONSTRUCTION TIME LINES

C. Completeness of Dwgs/Specs ___0(10) ___1-3m(7) ___3-6m(5) ___>6m(0) ___not Submt'd(-10)

D. Length of Construction Period ___≤6m(10) ___6-9m(7) ___9-12m(5) ___12-15m(0) ___>15m(-10)

E. Length of Time to Obtain Permits/Approvals/Clearances ___0(10) ___1-3m(7) ___3-6m(5) ___>6m(-10)

If 4.5 II C+D+E is 18 Mos or More or if Flood Zone, Proj is Not Ready to PROCEED!

4.6 SUSTAINABLE FEATURES & DESIGN Fill out I OR II**I. SUSTAINABLE/GREEN**

a. Energy Star Products ___0(0) ___3/4(5) ___5/6(7) ___≥7(10) ___NA(10)

Inc'd in Spec's ___0(0) ___1/2(2) ___3/4(3) ___≥5(5) ___NA(5)

b. Alternative Energy Sources ___Y(5) ___N(0) ___NA(5)

c. Water Conservation measures ___Y(5) ___N(0) ___NA(5)

d. Storm Water Management ___Y(5) ___N(0) ___NA(5)

e. Other sustainable/green ___Y(5) ___N(0)

II. PROOF OF LEED ___Y(35) ___N(0)

STANDARD PROJECT SHEET 2 SCORE: 130 Max Points

STANDARD PROJECT SHEET 1 SCORE: 120 Max Points

STANDARD PROJECT TOTAL: 250 max Points

0.1

0

4.7A. Procurement Process	___Y(10) ___N(0)	<input type="text"/>
Town's Procurement Policy	___Y(10) ___N(0)	<input type="text"/>
4.7B. Building/Site Evaluation Process	___Y(10) ___N(0)	<input type="text"/>
Initial Inspection Form	___Y(10) ___N(0)	<input type="text"/>
4.7C-1. Hazardous Material Notification Process	___Y(10) ___N(0)	<input type="text"/>
HazMat Notification Letter	___Y(10) ___N(0)	<input type="text"/>
4.7D. Construction Monitoring Process	___Y(10) ___N(0)	<input type="text"/>
Progress Insp Form	___Y(10) ___N(0)	<input type="text"/>
4.7E. Approvals/Permitting Process	___Y(10) ___N(0)	<input type="text"/>
4.7F. Typical Project Schedule	___Y(10) ___N(0)	<input type="text"/>
	___G(10) ___F(5) ___P(0) Good Fair Poor	<input type="text"/>
4.7G. 75% Rule/Walk Away Compliance	___Y(20) ___N(0)	<input type="text"/>
4.7H Rehab Stand/Lead/Asbestos Compliance	___Y(20) ___N(0)	<input type="text"/>
4.7J Program Development Budget	___Y(10) ___N(0)	<input type="text"/>
Budget Completeness	___G(10) ___F(5) ___P(0) Good Fair Poor	<input type="text"/>
Cost Estimating Form	___Y(10) ___N(0)	<input type="text"/>
4.7K Pre-Construction Meeting Form	___Y(15) ___N(0)	<input type="text"/>
4.7L Municipal Walk Away Policy	___Y(20) ___N(0)	<input type="text"/>
4.7M Energy Star/Sustainable/Green/Eco-Friendly Products, Recycling/Salvage		
1. Energy Star	___0(0) ___3/4(5) ___5/6(10) ___≥7(15) ___NA(15)	<input type="text"/>
2. Sustainable/Green	___0(0) ___1(5) ___2+(10)	<input type="text"/>
3. Recycling/Salvage	___0(0) ___1(5) ___2+(10)	<input type="text"/>

PROGRAM TOTAL POINTS

0.1
250 max pts

0

COMMENTS:

4.4.A INFRASTRUCTURE

1. Environmental Remediation Needed	___Y(0) ___N(5)	<input type="text"/>
2. Adjacent to environmental risk?	___Y(0) ___N(5)	<input type="text"/>
3. Age of property/work item(s)	___<5yr(0)___5-10(5)___10+(10)___NA(10)	<input type="text"/>
4. Last Repairs/work	___<5yr(0)___5-10(5)___10+(10)___NA(10)	<input type="text"/>
5. Unusual Site Conditions	___Y(0) ___N(10) ___NA(10)	<input type="text"/>
Supporting Data	___Y(5) ___N(0) ___NA(5)	<input type="text"/>
6. FEMA FIRM	___Y(15) ___N(0)	<input type="text"/>
Any proposed work in a Flood Plain? ___Y500 ___Y100 ___YFWAY ___N		
Application/evaluation process begun?		___Y(0) ___N(-10) ___NA(0) <input type="text"/>
7. Pictures	___Y(10) ___N(0)	<input type="text"/>
8. Utilities expansion	___Y(0) ___N(15) ___NA(15)	<input type="text"/>

4.4.B APPROVALS/PERMIT COORDINATION

I. # of Approvals/Permits Needed	___0(15) ___1(10) ___2(5) ___≥3(0)	<input type="text"/>
II. Supporting Documentation	___Y(5) ___N(0) ___NA(5)	<input type="text"/>

4.5 CONSTRUCTION DOCUMENTS:

A. Drawing Completion Level	___N(0) ___S(5) ___D(10) ___F(15) <small>None Schematic Develop Final</small>	<input type="text"/>
B. Specification Completion Level	___N(0) ___O(5) ___D(10) ___F(15) <small>None Outline Develop Final</small>	<input type="text"/>
F. Cost Estimate	___Y (10) ___*N (0) ___Y Non DOH(0) <small>*go to G</small>	<input type="text"/>
1. Cost Estimate Completeness	___G(10) ___F(5) ___P (0) <small>Good Fair Poor</small>	<input type="text"/>
2. Cost Reasonableness	___G(10) ___H or L(5) <small>Good High or Low</small>	<input type="text"/>
G. Construction Procurement	___Y(10) ___N(0)	<input type="text"/>
H. Dwgs & Spec's Compliance Certification	___Y(0) ___N(-25) ___NA(0)	<input type="text"/>
J. Project Development Budget	___Y(10) ___N(0)	<input type="text"/>
Budget Completeness	___G(10) ___F(5) ___P (0)	<input type="text"/>

4.5 II CONSTRUCTION TIME LINES

C. Completion of Dwgs and Specs	___0(15)___1-3m(10)___3-6m(5)___>6m(0)___not Submt'd(-10)	<input type="text"/>
D. Length of Construction Period	___≤6m(15)___6-9m(10)___9-12m(5)___12-15m(0)___>15m(-10)	<input type="text"/>
E. Length of Time to Obtain Permits/ Approvals/Clearances	___0m(15) ___1-3(10) ___3-6(5) ___>6(-10)	<input type="text"/>

4.6 SUSTAINABLE FEATURES & DESIGN

d. Storm Water Management:	___Y(5) ___N(0) ___NA(5)	<input type="text"/>
e. Other Sustainable/Green Features	___Y(5) ___N(0)	<input type="text"/>

If 4.5 C+D+E is 18 Mos or More or Flood Zone, Proj is Not Ready to PROCEED!

INFRASTRUCTURE TOTAL POINTS: 250 Possible Points

0.1

0

Fair Housing and Equal Opportunity - 20 Points

Score All Applications:

Total Possible Points = 5

6.1 Was the FHAP complete? Award points based on the following:

Response	Points
Incomplete or requires significant revision	0
Complete but needs minor revision	1
Complete	3

6.2 Was a Section 3 Plan submitted? Award points based on the following:

Response	Points
Not submitted	-2
Incomplete or requires significant revision	0
Complete but needs minor revision	1
Complete	2

Score Past Grantees Only:

Total Possible Points = 15

6.3 Identify Fair Housing Action Steps completed or in progress within the last three years.

Award points based on the # of steps or actions completed or in progress

and back-up documentation including milestones for those items in progress.

See Fair Housing Plan Schedule.

Actions Steps Set Number		# of Steps	Points Awarded
None	None		-2
Set #1	Steps 1, 2, 9, 10, 11, or 12		2 Points Each
Set #2	Steps 3, 4, 5, 6, 7, 8, 13, 14, or 15		1 Point Each
Maximum # of Steps 4		Maximum Score is 8 Pts.	

6.4 Enter the number of awards documented by the applicant to Section 3 residents or contractors over the past 3 years. Award points based on number of contracts awarded.

Response	Points
0	0
1-3	1.5
>3	3

6.5 Enter the number of documented good faith efforts made by the applicant to reach Section 3 residents or contractors over the past 3 years.

Response	Points
3	0.5
4	1

6.6 Document the number of contractor and subcontractor awards made to certified small and minority firms and women's business enterprises over the past three years.
Award points based on the number of contracts awarded & contracts/certifications.

Response	Points
0	0
2	1
3	2
4 or more	3

Score New Applicants Only: Total Possible Points = 15

6.7 Is the applicant a new grantee? A new grantee is defined as an applicant that has not received a Small Cities grant within the past 3 consecutive years.

Award points based on if answer to question is yes or no.

Response	Points
No	0
Yes	1

6.8 Identify projects, initiatives, and/or actions that the municipality has taken or are in progress in the past 3 years to promote the principles of Fair Housing. Award points based on the # of actions completed and documentation of such actions. See Past Fair Housing Initiatives Schedule.

Actions Steps Set Number		# of Steps	Points Awarded
None	None		-2
Set #1	Steps 1, 2, 9, 10, 11, or 12		2 Points Each
Set #2	Steps 3, 4, 5, 6, 7, 8, 13, 14, or 15		1 Point Each

Maximum # of Steps 4

Maximum Score is 8 Pts.

6.9-1 Was an ADA Notice submitted? Award points based on the following:

Response	Points
Not submitted or incomplete	0
Complete but needs minor revisions	0.3
Complete	0.5

6.9-2 Was an ADA Grievance Procedure submitted? Award points based on the following:

Response	Points
Not submitted or incomplete	0
Complete but needs minor revisions	0.3
Complete	0.5

6.10-1 Has the municipality completed or updated a Section 504/ADA Self Evaluation for all of its facilities within the past 3 years? If submitted, award points based on the following:

Response	Points
No	-1
Needs Revisions	0.5
Met Requirements	1

6.10-2 Has the municipality completed or updated a Section 504/ADA Self Evaluation for all of its rules, policies and programs with the past 3 years? If submitted, award points based on the following:

Response	Points
No	-1
Needs Revisions	0
Met Requirements	1

6.10-3 Has the municipality completed or updated a Section 504/ADA Transition Plan for its facilities and its programs within the past 3 years. If submitted, award points based on the following:

Response	Points
No	-1
Needs Revisions	0
Met Requirements	3

Total Score for Fair Housing: